

C  
O  
P  
Y

~~S-E-C-R-E-T~~

Attachment to Staff Study  
re Release of Personnel

PROPOSED NOTICE

For the purpose of identifying and releasing those persons whose record of past service and behavior has been satisfactory but whose continued employment would impair the efficiency of the Agency, the following procedures are hereby established:

1. Within three months of the publication of this notice, and annually thereafter, the heads of the Career Services will review the qualifications of all persons who have been in grades GS-11 through 15 three years or more and select for separation all persons whose continued employment would impair the efficiency of the Agency.
2. The qualifications of persons so selected will be further reviewed by the Director of Personnel who will make a final selection of those for separation from the Agency, having in mind the possibility of further training and transfer to other components and/or reduction in grade.
3. Persons selected for separation under these procedures will be informed in writing of their intended release, the reasons therefor, and will be granted thirty days during which to appeal. At the conclusion of thirty days, there being no change in the Agency's decision, the Director of Personnel will cause them to be removed from the rolls of the Agency.

~~S-E-C-R-E-T~~

C  
O